



Town of Rowe  
**Board of Selectmen** Minutes  
Thursday, August 6, 2020 –5:00 p.m.  
VIA TELECONFERENCE

*This meeting will be held via video conference, consistent with Gov. Baker's temporary modifications to Open Meeting Law due to the COVID-19 pandemic.*

**Board of Selectmen:** Chair Charles Sokol, Selectman Ed Silva, Vice-Chair Joanne Semanie  
**Staff:** Janice Boudreau, Executive Secretary, Paul McLatchy III, Administrative Assistant to the Boards, MLP Manager David Dvore, Fire Chief Dennis Annear  
**Audience of Citizens:** Rosemary Gordon

**Call to Order:** Chair Sokol called the meeting to order at 5:03 P.M.

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes**  
**(Vote: 3-0-0)**

Announcement of recording devices: two

**Minutes:**

1. Minutes of July 21, 2020:

**MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of July 21, 2020 as presented. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- abstain**  
**Vice-Chair Semanie- yes (Vote: 2-0-1)**

2. Minutes of July 23, 2020:

**MOTION TO ACCEPT MINUTES: Chair Sokol made a motion to accept the Minutes of July 23, 2020 with corrections. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes**  
**(Vote: 3-0-0)**

3. Minutes of July 23, 2020- Municipal Light Board:

**MOTION TO ACCEPT MINUTES: Vice-Chair Semanie made a motion to accept the Minutes of July 23, 2020 for the Municipal Light Board as presented. The motion was seconded by Chair Sokol.**

Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes  
(Vote: 3-0-0)

4. Minutes of July 28, 2020:

MOTION TO ACCEPT MINUTES: Vice-Chair Semanie made a motion to accept the Minutes of July 28, 2020 with corrections. The motion was seconded by Chair Sokol.

Roll Call Vote: Chair Sokol- yes Selectman Silva- abstain  
Vice-Chair Semanie- yes (Vote: 2-0-1)

Board of Selectmen Business:

Appointment: 5:00 p.m. - Fire Chief Discussion:

- Payroll: There was discussion with Chief Annear about problems with getting payroll timesheets submitted in a timely manner and that there needed to be improvement. It was decided to pay on a bi-weekly basis as is the standard for town employees and submit by Monday morning of the Warrant week or the prior Friday. It was decided that Administrative Assistant McLatchy III will work on the details with the Fire Chief.
- Radios – Upcoming upgrade Franklin County Emergency Communications System (FCECS)  
Additional funding: Chief Annear explained the upgrade of our area emergency radio communication system to the 800mhz state system. He said that Police and Fire Depts. had submitted their requests to Franklin Regional Council of Governments (FRCOG), who is managing the grant to obtain radios for the area towns. There is an optional free radio, a non-standard Motorola, that the Chief has concerns about and said it would be better to pay some extra to obtain a radio that was better quality and was serviceable for an estimated 10 years. In addition, the town would pay for the upgrade along with the accessories for the units. He estimated the cost at \$10,000.00. Chief Annear expressed concerns of the radios lack of communication along the border of southern Vermont.
- Generator at School: The generator at the school was discussed with Chief Annear who said there is a tank under the storage shed for 24 hours of service to the school. The generator powers that portion of the building that would be used as the town emergency shelter. The underground tank, which he recommended to be removed, is a 4,000-gallon oil tank. He thought the underground tank should be replaced with a double-walled tank. It was decided that Executive Secretary would begin the process of obtaining quotes for the tank removal and for the replacement tanks.
- EMD: There was discussion about the Emergency Management Director (EMD) position vacancy. Chief Annear said the EMD acted as the main contact for Massachusetts Emergency Management Association (MEMA) and that he had obtained personal protective equipment (PPE) for the Police and Fire Depts. Chief Annear said that after the response preparation is completed it is then the emergency personnel's job to take over as he had done earlier in the week for tropical storm Isaiah. He said he would like to make the new candidate an Assistant for a year and then, after training, have them assume the role as the full director. Chief Annear agreed to give up half of the pay and split the salary with the candidate for the first year since it was not budgeted to have an assistant position.
- Contract for Training on Private Property: It was noted that there had not been a formalized agreement for the training site on private property that was scheduled to be used by the Fire Dept. Chief Annear said he would provide an agreement next week.
- Administrative Assistance: There was discussion about the need for administrative assistance for the department. Chief Annear said he had a member working on the logging in and

organization of issued equipment and that he would assign additional work if the task was completed to his satisfaction. Chief said he that what he was looking for in the 16 hour position was someone to take on administrative tasks, work with the Board of Health to provide more education, check on home smoke detectors and check for home hazards for the elderly.

Chief Annear left the meeting at 6:00 p.m.

**New Business:**

1. Town Clerk - Appointment to Election Teller: Town Clerk requested the appointment of an Election Teller.

**MOTION TO APPOINT: Chair Sokol made a motion to appoint Susan Tomlinson as Election Teller. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

2. Town Clerk – Approve Polling Location: Due to strict requirements imposed by Covid-19, Town Clerk requested that the polling location be changed to the Fire Station Apparatus bay at 4 Sibley Road and that it would have no adverse impact on the voters of the town.

**MOTION TO APPROVE POLLING LOCATION: Chair Sokol made a motion to accept the change of the Polling Location from Rowe Town Hall to Rowe Fire Station Apparatus bay for the Primary Election on September 1, 2020. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

3. Citizen Roadside Mowing: Two letters were read from a citizen in, what appears to be, a neighbor dispute with one resident mowing another neighbor's property without permission. It was decided to send a response stating that:

"You can mow your lawn, including up to and including the area(s) along the side of the road that the road crew would normally maintain.

The area the road crew normally maintains, however, is not public right-of-way, and trespassing on someone else's property, including for mowing, may expose you to some liability if the landowner does not consent to your entering and/or mowing their property. (See Massachusetts General Laws Section 120 -Chapter 266)"

Following discussion, it was decided to have Chair Sokol ask Chief Shippee to visit the neighbors and discuss the manner to diffuse the matter.

4. Budget Planning for FY22: Chair Sokol said he was contacted by the Finance Committee Chair Zavotka who wanted to hear from the Board how involved do they want to be in the FY22 Budget preparation. There was discussion about the budget hearings, and it was decided that the Board will attend the Hearings on a Selectman's meeting night followed by Selectmen business. Vice-Chair thought that the Board should not dwell on rehashing finance committee hearings, that those not in attendance could read the detailed

minutes. Paul McLatchy III, speaking in the role of a Finance Committee member, said that the Finance Committee agreed, that if a member cannot attend the meeting, they can review the detailed minutes. The Board decided to let the Finance Committee take the lead in the hearings.

**Old Business:**

1. Appointment: Town Accountant: The Board was informed that the Agreement for Shared Accounting Services with the Town of Monroe to hire David Fierro Jr. had been approved at their regular meeting. The signed Agreement was presented.

**MOTION TO APPOINT: Chair Sokol made a motion to appoint David Fierro Jr. as Town Accountant for 3 years. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

2. Appointment: BOS Rep to Regional Planning Board or Designee: FRCOG Regional Planning Board requested that the Board appoint a Board member or designee for the town to the Planning Board.

**MOTION TO APPOINT: Following discussion, Chair Sokol made a motion to appoint Janice Boudreau, Executive Secretary as the designee Member to the Franklin Regional Council of Governments Regional Planning Board. The motion was seconded by Selectman Silva.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

3. MLP Update: Municipal Light Plant Manager David Dvore said that the paving at the broadband hut had been completed and that Barlow paving had done a good job. He also reported that there had been a fiber line out and that 5 people were affected. Manager Dvore said he had resent the emergency information to Police and Fire Chiefs and Highway Superintendent. Manager Dvore is hoping to send the Board the final quotes for the hut exterior work so the Board could finalize, and work could be scheduled.

**Contracts/Warrant:**

1. Town Clerk: State Primary Warrant for September 1, 2020: Town Clerk presented the State Primary Warrant for September 1, 2020 for the approval of the Board.

**MOTION TO APPROVE: Chair Sokol made a motion to approve the signing and posting of the State Primary Warrant for September 1, 2020 as presented. The motion was seconded by Vice-Chair Semanie.**

**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes (Vote: 3-0-0)**

## **Administrative Office Updates:**

### **1. Executive Secretary Updates:**

Paving: Janice Boudreau reported that the Pond Road paving would be starting on Monday, August 10, 2020 and run through Tuesday, August 11<sup>th</sup>. Police Chief was contacted and will be having officers on duty to manage the detour for the 2 days.

King's Highway Bridge Project: replacement bridge on King's Highway will be installed on Friday and residents and Police Chief were notified about permission given to park at Town Hall.

Treasurer Resumes: Ms. Boudreau said she had spoken to several people about the Treasurer position and would review resumes after August 17<sup>th</sup>. Following discussion, it was decided to schedule interviews for Thursday, August 20<sup>th</sup> with appropriate candidates.

## **Unforeseen Business in the Last 24 hours**

- 1. Administrative Assistant Request:** Administrative Assistant Paul McLatchy III said he was notified today that the Town has received a Small Bridge Grant for \$500,000.00 to be put towards the Ford Hill Bridge replacement project. Assistant McLatchy recommended obtaining a preliminary estimate for the cost of the replacement from Gill Engineering to get a better idea of the full project cost for future budgeting purposes. He noted that there was funding in the Bridge Replacement Budget. It was decided to go ahead with obtaining the estimate.

## **Future Meeting(s):**

Chair Sokol said the next meeting would be on August 20, 2020 at 5:00 p.m. Discussion to include: MLP Manager hut final figures, Treasurer Interviews.

## **Adjournment:**

**MOTION: Chair Sokol made a motion to adjourn the meeting at 6:30 p.m. The motion was seconded by Selectman Silva.**

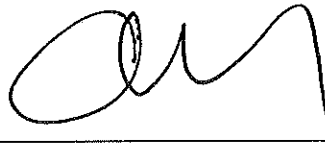
**Roll Call Vote: Chair Sokol- yes Selectman Silva- yes Vice-Chair Semanie- yes**  
**(Vote: 3-0-0)**

Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date: \_\_\_\_\_

Approved: \_\_\_\_\_



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Chuck Sokol, Chair

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Ed Silva, Selectman



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Joanne Semanie, Vice-Chair

**Documents:**

1. Agenda 8-6-2020
2. FCECS Update
3. Minutes of July 21, 2020- Covid Group
4. Minutes of July 23, 2020- MLP Board
5. Minutes of July 23, 2020-MLP Board
6. Minutes of July 28, 2020- Covid Group
7. Town Clerk -- Request to Change Polling Location
8. State Primary Warrant for September 1, 2020
9. Draft Letter to J. Magnago
10. FY21 FRCOG Rep to Franklin Regional Planning Board
11. Executive Secretary Updates
12. Town Clerk: State Primary Warrant for September 1, 2020

**Mail:**

- Magnago Letter – received 7/27/2020
- Magnago Letter – received 8/4/2020
- FCRHRA mid-year Report